

# Project Manager

GENERAL SERVICES ADMINISTRATION

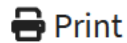
Public Buildings Service



## COVID-19 Vaccination Requirement

The COVID 19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details. [Click here](#) for more information.

This job announcement has closed



## Summary

As a Project Manager, you will be responsible for overall project management of multiple design and construction projects assigned, including, initiation, planning, design, budgeting, construction, monitoring, verification, and closeout of new buildings as well as the renovation, repair, and alterations of existing ones.

**Location of position:** Region 8, Public Buildings Service, Lakewood, CO and Salt Lake City, UT.

[Learn more about this agency](#)

## Overview

 [Help](#)

Hiring complete

### Open & closing dates

🕒 04/22/2022 to 05/05/2022

## Salary

\$79,363 - \$113,743 per year

## Pay scale & grade

GS 12

[? Help](#)

## Locations

### Lakewood, CO

FEW vacancies

### Salt Lake City, UT

FEW vacancies

## Telework eligible

Yes as determined by the agency policy.

## Travel Required

Occasional travel - Occasional travel as needed.

## Relocation expenses reimbursed

No

## Appointment type

Permanent

## Work schedule

Full-time

## Service

Competitive

## Promotion potential

12

## Job family (Series)

[1101 General Business And Industry](#)

## Supervisory status

No

## Security clearance

[Other](#)

## Drug test

No

## Announcement number

22PBSA599KEMP

## Control number

650319200

# This job is open to

[? Help](#)



## [Individuals with disabilities](#)



## [Federal employees - Competitive service](#)

Current or former competitive service federal employees.



## [Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



## [Land & base management](#)

Certain current or former term or temporary federal employees of a land or base management agency.



## [Military spouses](#)



## [Family of overseas employees](#)

Family members of a federal employee or uniformed service member who is or was, working overseas.



## [Peace Corps & AmeriCorps Vista](#)



## [The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.



## [Special authorities](#)

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations



## [Veterans](#)

## Clarification from the agency

Your application will be considered if you are a: Current career/career conditional Federal employee in the competitive service; Reinstatement eligible; Special Appointing Authority eligible; VEOA eligible Veteran; ICTAP eligible; or OPM Interchange Agreement eligible.

# Duties

[? Help](#)

Project Manager duties include but are not limited to the following:

- Overall life-cycle project management responsibility for the projects, including business management of the building projects from the preliminary initiation and planning stage through the design, construction, commissioning, building occupancy, and closeout stages. Assignments encompass broad managerial responsibilities such as programming, planning, scoping, estimating, preparing specifications, organizing, controlling, coordinating, reviewing, monitoring, verification and approving design, construction and related work. In this regard, the position's responsibility for the project involves broad responsibility over the planning, design, cost control, and use of resources and efforts of agency and construction contractor organizations.
- Prepare and/or review cost estimates, specifications, drawings for construction and alteration projects which may include, but are not limited to; Initial Space Alterations (ISA) for tenant agencies, tenant improvements, building repairs and alterations, lease projects, roof repairs, mechanical systems modifications, removal of asbestos and other hazardous materials, maintenance and repair of roads and parking lots, structural repairs, and replacement of major building components across all construction disciplines. Provides quality assurance on behalf of GSA during project. May act as the "on-site" construction manager or project inspector for projects or implement and manage a contract to perform the day-to-day construction management duties.
- Develop scopes of work, schedules and cost estimates for full range of professional services to include construction firms, consultants, and architecture and engineering (A/E) firms. Assist in negotiating contracts with A/E firms, construction firms, and consultants to manage the overall planning and design phase of projects. Prepare schedules for complete projects, implementing a system for review, control, and reporting on project status.
- Act as authorized representative of the Contracting Officer during design or construction when appointed. Monitor contractor performance for compliance with contract requirements. Investigate the need for changes and prepares and/or coordinate preparation of contract change order documents and cost estimates for use by the Contracting Officer.
- Monitor project reviews, readjusting funds, schedules, and work for completing project, responsible for keeping project on budget and on schedule. Resolve complex problems or conflicts impeding progress, assuring that contractor and agency staffs work effectively toward timely completion of projects. Must balance revenue, expenses, and customer satisfaction.

## Conditions of Employment

- US Citizenship or National (Residents of American Samoa and Swains Island)
- Meet all eligibility criteria within 30 days of the closing date
- Meet time in grade within 30 days of the closing date, if applicable
- Register with Selective Service if you are a male born after 12/31/1959

If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, if you are or were (within the last 5 years) a **political** Schedule A, Schedule C or Non-Career SES employee in the Executive Branch.
- Serve a one year probationary period, if required.
- Undergo and pass a background investigation (Tier 1 investigation level).
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.

## Qualifications

For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](#).

The **GS 12** salary range starts at \$79,363 in Salt Lake City, UT and \$87,491 per year Lakewood, CO.

If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

To qualify at the **GS 12**, you must demonstrate that you meet one of the following:

To qualify, you must demonstrate one year of specialized experience equivalent to the **GS 11** level in the federal service. Specialized experience is utilizing project management practices and tools to simultaneously manage multiple construction and/or repair and alteration projects in a real estate environment. This experience must include:

- Managing projects (balancing scope/quality, schedule and budget) requiring the services of multiple disciplines (i.e., construction, design, IT, telecommunications, interior furnishings, etc.) from project initiation phase through financial closeout;
- Interpreting customer needs and developing them into actionable requirements;
- Developing, managing, and balancing project plans, budgets, and schedules;
- Coordinating and facilitating decisions by managing multiple stakeholders;
- Applying procurement knowledge and experience to manage contracts supporting assigned projects; and
- Negotiating sound real estate business transactions.

## Education

This job does not have an education qualification requirement.

## Additional information

Bargaining Unit status: Eligible

Relocation-related expenses are not approved and will be your responsibility.

[Read more](#)

**Benefits**



## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

You will be evaluated on the questions you answer during the application process, which will measure your overall possession of the following competencies or knowledge, skills, and abilities. Your responses to these questions must be supported by your resume or your score may be lowered.



- Knowledge of and skill in applying highly specialized and complex concepts and procedures inherent in or associated with project management, financial management, and procurement to achieve project goals and objectives.
- Knowledge and skills sufficient to read and interpret plans and specifications, interpret consultation practices and procedures, provide quality assurance or required inspection for materials, workmanship and installation of various systems, as well as monitor and advise on safety and environmental practices.
- Knowledge of Project Management, Architecture, Construction, and Engineering concepts, principles, and practices sufficient to permit the incumbent to serve as the Project Manager concerned with the repair, alteration, preservation, restoration, rehabilitation, and/or new construction of various building projects from the preliminary planning stage through the design, construction, and commissioning stages to the point of occupancy.
- Knowledge of interpersonal skills necessary to build, lead, and maintain a diverse team through a long and complex process, resulting in all team members and stakeholders participating efficiently and effectively to achieve the common goal of completing a successful project.
- Knowledge and skill sufficient to direct the application of the latest developments in building design and construction in solving problems not readily treated by accepted methods.

Additional hurdle assessments, such as narrative responses or other assessments, may be administered to applicants who meet the requirements of the first hurdle, e.g., the minimum qualification requirements. If additional assessments are used, you will be provided with further instructions.

Consideration will be given to performance appraisals and incentive awards in merit promotion selection decisions in accordance with 5 CFR 335.103(b)(3). You should list any relevant performance appraisals and incentive awards in your resume so that information will be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

If you are eligible under Interagency Career Transition Assistance Plan or GSA's Career Transition Assistance Plan([ICTAP/CTAP](#)), you must receive a score of 85 or higher to receive priority.

**You may [preview questions](#) for this vacancy.**

Benefits



Required Documents



How to Apply



Fair and Transparent



## Required Documents

[Help](#)

**ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.**

Your **resume** showing applicant's name, email address, work schedule, hours worked per week, dates of employment and duties performed.

**Note:** If required to submit an **SF-50** (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: effective date, position, title, series, grade, and rate of basic pay, tenure group 1 (career) or 2 (career-conditional), position occupied group, and name of agency. If you are a **GSA employee** (except in the OIG), you are not required to submit an SF-50.

**If you are a 30% or more disabled veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent:**

**(a)** Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment.

**(b)** If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, submit both of the following in addition to the DD 214:

**(1)** completed [SF-15](#) form; and **(2)** proof of your entitlement (refer to [SF-15](#) for complete list).

**If you are active duty military:** Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).



**If you are a current Federal employee or [Reinstatement Eligible](#):** Submit your latest SF-50.

**If you are eligible under an [Interchange Agreement](#):** Submit your latest SF-50.

**If you are a [former Peace Corps or VISTA volunteer](#):** Submit your Description of Service.

**If you are a [current or former Land Management Agency Employee](#) - Submit a and b:** (a) one or more SF-50s, including your most recent one that shows you were on a competitive time-limited appointment(s) with a Land Management Agency and served on the appointment for a period(s) totaling more than 24 months without a break of 2 or more years. (b) Copy of your agency's annual performance appraisal(s) or written reference(s) from a supervisor at the agency verifying satisfactory performance during your appointment(s).

**If you have a disability:** Submit proof of eligibility. For information on eligibility and required documentation, refer to USAJOBS's [People With Disabilities](#) page.

**If you are applying under another special appointment authority:** Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.

**If you are [ICTAP/CTAP](#) eligible - submit a, b, and c:** (a) proof of eligibility including agency notice; (b) SF-50, and (c) most recent performance appraisal.

**If you are a current or former political appointee:** Submit your SF-50.

**College transcripts:** If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.

**Superior Academic Achievement:** Submit transcripts as described above. If you qualify based on your class rank or honor society membership, submit documentation of it.

**Contracting Documentation:** Submit A or B:

**(A) List of completed courses as described in the Qualifications section of this announcement.** The list must include: official course title, course number, training provider, training hours completed, and the date completed

**(B) Proof of contracting certification:** FAC-C or DAWIA Level II or higher certification (copy of certificate)

# How to Apply

Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](#).

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click *Return to USAJobs* or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the *REQUIRED DOCUMENTS* section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

**Need Assistance in Applying?** Contact the HR representative listed on the announcement prior to the application deadline. We are available to assist you Monday-Friday during normal business hours. You must receive HR approval before deviating from these instructions. **Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.**

## Agency contact information

 Human Resources Office

Phone

[817-850-8361](tel:817-850-8361)

**Fax**

000-000-0000

**Email**

[pbsavacancyinquiries@gsa.gov](mailto:pbsavacancyinquiries@gsa.gov)

**Address**

GSA, Public Buildings Service  
General Services Administration  
Human Resources Office  
819 Taylor St. Room 9A00  
Fort Worth, Texas 76102  
United States

[Learn more about this agency.](#)

## Next steps

After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your application status by logging into USAJOBS and clicking “Track this Application” on the Applicant Dashboard.

**Thank you for your interest in working for U.S. General Services Administration!**

## Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy.](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)


[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)

This job announcement has closed

 Print

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Hiring complete

**Open & closing dates**

 04/22/2022 to 05/05/2022


**Salary**

\$79,363 - \$113,743 per year

**Pay scale & grade**

GS 12

**Locations**

 **Lakewood, CO**

FEW vacancies

 **Salt Lake City, UT**

FEW vacancies

**Telework eligible**

Yes—as determined by the agency policy.

**Travel Required**

Occasional travel - Occasional travel as needed.

**Relocation expenses reimbursed**

No

**Appointment type**

Permanent

**Work schedule**

Full-time

**Service**

Competitive

**Promotion potential**

12

**Job family (Series)**

[1101 General Business And Industry](#)

**Supervisory status**

No

**Security clearance**

[Other](#)

**Drug test**

No

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**Announcement number**

22PBSA599KEMP

**Control number**

650319200

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# USAJOBS

USAJOBS is a United States Office of Personnel Management website.



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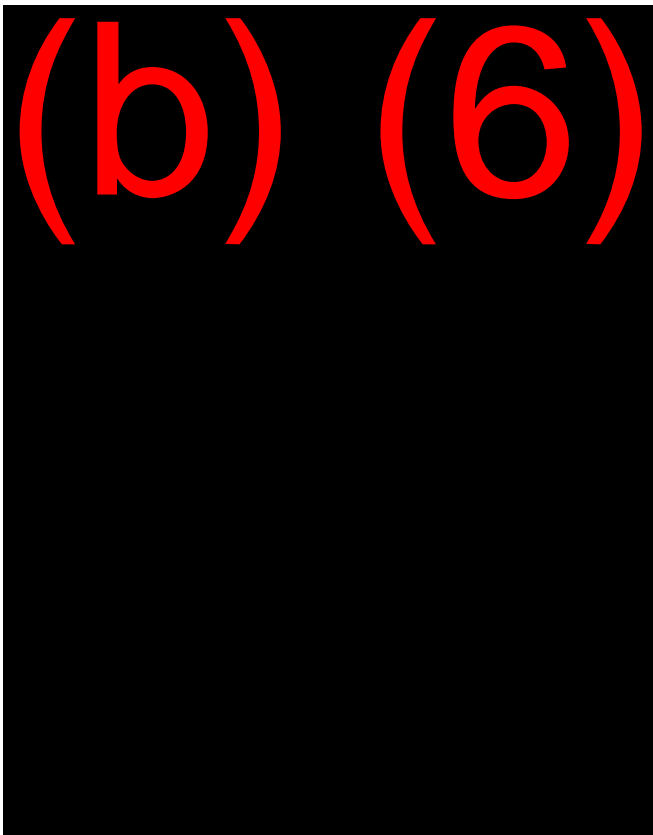
MERIT PROMOTION REFERRAL  
Project Manager, General Schedule-1101AK-12  
LOCATION: Lakewood, CO, US

REFERRAL NO: 22PBSA599KEMP-LAKEWOOD-12 ISSUED: 05/11/2022  
REFERRAL EXPIRATION DATE: 06/03/2022

In accordance with GSA's Merit Promotion Plan, the candidates referred have been determined best qualified of those that have applied for the above position. You should consider GSA's affirmative action goals when filling this vacancy. If you make no selection, indicate to the Human Resources representative what further action you desire.

Series: 1101AK

Grade: 12



SELECTING OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWING OFFICIAL (If required): \_\_\_\_\_ DATE: \_\_\_\_\_

MERIT PROMOTION REFERRAL  
Project Manager, General Schedule-1101AK-12  
LOCATION: Salt Lake City, UT, US

REFERRAL NO: 22PBSA599KEMP-SLC-12 ISSUED: 05/11/2022  
REFERRAL EXPIRATION DATE: 06/03/2022

In accordance with GSA's Merit Promotion Plan, the candidates referred have been determined best qualified of those that have applied for the above position. You should consider GSA's affirmative action goals when filling this vacancy. If you make no selection, indicate to the Human Resources representative what further action you desire.

Series: 1101AK

Grade: 12

(b) (6)

SELECTING OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWING OFFICIAL (If required): \_\_\_\_\_ DATE: \_\_\_\_\_

# Applicant Listing Report

**Organization:** General Services Administration  
**Department:** (8P) PBS/Ofc of the Regional Commissioner  
**Announcement Number:** 22PBSA599KEMP  
**Staging Area:** SA-GSA-0001  
**Ranking:** Total score  
**Series:** 1101AK  
**Pay Plan:** GS  
**Filtered by Location(s):** None

**Grade: 12**

Name	Score	Veterans' Preference	Status
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(b) (6)

KEVIN JOHNSTON

NV

OUT

(b) (6)

(b) (6)

## POSITION DESCRIPTION

**PD Tracking Number** 880Y146  
**Series, Title and Grade** 1101 Project Manager GS-12  
**Department** Region 08 - Rocky Mountain Region

### Introduction Statement

This is the excepted PD to PD# 880Y146.

This position description is designated with a Cybersecurity Data Element Code 000,000,000 updated based on requirements as indicated in the NICE Cybersecurity Workforce Framework: November 2, 2016.

The position is non-sensitive, Moderate Public Risk, Tier 2, requiring a SF-85 form.

This position description is designated with a Cybersecurity Data Element Code 000,000,000 updated based on requirements as indicated in the NICE Cybersecurity Workforce Framework: November 2, 2016.

Project Manager, GS-1101-12

Serves primarily as Project Manager and owner's representative for GSA, responsible for overall project management of multiple design and construction projects assigned, including, but not limited to, initiation, planning, design, budgeting, construction, monitoring, verification, and closeout of new buildings and complexes as well as the renovation, repair, and alterations of existing ones. Also supports other project teams as a regional technical expert in all phases of the delivery of design and construction projects, as well as any associated professional services.

The incumbent has the overall life-cycle project management responsibility for the projects, including business management of the building projects from the preliminary initiation and planning stage through the design, construction, commissioning, building occupancy, and closeout stages. Assignments encompass broad managerial responsibilities such as programming, planning, scoping, estimating, preparing specifications, organizing, controlling, coordinating, reviewing, monitoring, verification and approving design, construction and related work. In this regard, the position's responsibility for the project involves broad responsibility over the planning, design, cost control, and use of resources and efforts of agency and construction contractor organizations.

### Major Duties

Provides operational excellence by applying technical competencies and innovative solutions to plan and deliver projects moderate to complex in scope and/or volume using guiding principles of project management and approved processes, templates, and systems of record within GSA.

Participates with key government agency personnel who are responsible for defining the goals and scope of projects. Develops a formal project management plan for accomplishing such goals.

Develops scopes of work, schedules and cost estimates for full range of professional services to include construction firms, consultants, and architecture and engineering (A/E) firms. Assists in negotiating contracts with A/E firms, construction firms, and consultants to manage the overall planning and design phase of projects. Prepares schedules for complete projects, implementing a system for review, control, and reporting on project status.

Acts as authorized representative of the Contracting Officer during design or construction when appointed. Monitors contractor performance for compliance with contract requirements. Investigates the need for changes and prepares and/or coordinates preparation of contract change order documents and cost estimates for use by the Contracting Officer.

Prepares and/or reviews cost estimates, specifications, drawings for construction and alteration projects

which may include, but are not limited to; Initial Space Alterations (ISA) for tenant agencies, tenant improvements, building repairs and alterations, lease projects, roof repairs, mechanical systems modifications, removal of asbestos and other hazardous materials, maintenance and repair of roads and parking lots, structural repairs, and replacement of major building components across all construction disciplines.

Negotiates contract specifications and design changes with organizational elements of the agency and construction contractors. Participates in review of bids, contractor's negotiations and technical and business discussions with contractors. Monitors and assesses effectiveness of contractors in meeting contractual requirements.

Incumbent reviews and interprets contract specifications for all phases of the project. Determines the need for and manages any necessary statements of work, designs, drawings and specifications to resolve discrepancies and problems. Provides quality assurance on behalf of GSA during project. May act as the "on-site" construction manager or project inspector for projects or implement and manage a contract to perform the day-to-day construction management duties.

Monitors project reviews, readjusting funds, schedules, and work for completing project, responsible for keeping project on budget and on schedule. Resolves complex problems or conflicts impeding progress, assuring that contractor and agency staffs work effectively toward timely completion of projects. Must balance revenue, expenses, and customer satisfaction.

Ensures customer intimacy by championing customer expectations and in doing do, delivering in accordance with GSA, PBS, and Regional guiding principles. Proactively seeks continuous improvement of services. Communicates with internal and external customers to optimize relationships, achieve win-win outcomes and be regarded as a customer advocate.

Provides organizational accountability by demonstrating organizational commitment through sound knowledge and practice of GSA, PBS, and Regional mission, vision, goals, and performance measures. Practices sound stewardship with GSA resources and contributes to a positive organizational culture.

Maintains individual accountability through effective relationships and instills loyalty and trust with GSA colleagues. Takes ownership of career. Internal and external communications are organized, clear, concise, accurate, and proactive. Promotes an innovative culture and epitomizes GSA core values. Contributes to PBS success region-wide by seeking individual opportunities for growth and development.

## **Factor Levels**

KNOWLEDGE REQUIRED BY THE POSITION: FL 1-7 1250 points

Knowledge of Project Management, Architecture, Construction, and Engineering concepts, principles, and practices sufficient to permit the incumbent to serve as the Project Manager concerned with the repair, alteration, preservation, restoration, rehabilitation, and/or new construction of various building projects from the preliminary planning stage through the design, construction, and commissioning stages to the point of occupancy. Knowledge and skills sufficient to read and interpret plans and specifications, interpret consultation practices and procedures, provide quality assurance or required inspection for materials, workmanship and installation of various systems, as well as monitor and advise on safety and environmental practices.

Knowledge of interpersonal skills necessary to build, lead, and maintain a diverse team through a long and complex process, resulting in all team members and stakeholders participating efficiently and effectively to achieve the common goal of completing a successful project.

Knowledge and skill sufficient to direct the application of the latest developments in building design and construction in solving problems not readily treated by accepted methods.



Knowledge of and skill in applying highly specialized and complex concepts and procedures inherent in or associated with project management, financial management, and procurement to achieve project goals and objectives.

Incumbent must be familiar with the use of computers and able to work within the Windows operating system with proficiency in Microsoft Office applications.

**SUPERVISORY CONTROLS: FL 2-4 450 points**

The Program Manager and/or Team Lead will assign specific projects to the incumbent. The incumbent provides management expertise for the scope, target completion date, and funding. He/she plans for and carries out projects independently with authority to act on own initiative on matters affecting the project. The incumbent is responsible for the accuracy of plans, deviation from agency policies, schedule changes (if specified), and changes or actions that degrade the objective performance or alter operational characteristics of the projects. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or issues with far-reaching implications. Completed work is reviewed from an overall standpoint in terms of effectiveness in meeting requirements. The incumbent is responsible for the documentation in accordance with established guidelines, rules, and regulations to assure accurate accounting.

**GUIDELINES: FL 3-4 450 points**

Guidelines include agency regulations and policy and such standard material as technical manuals and literature, textbooks, agency planning criteria, and established practices. Due to the complex and sensitive nature of the projects, the incumbent must readily adapt, extend, or develop supplementary material due, for example, to environmental or ecological conditions or individual characteristics of different locations or types of buildings.

**COMPLEXITY: FL 4-4 225 points**

Assignments involve overall responsibility for the management of multiple and varied building projects. Designated projects typically involve routine negotiations or coordination concerning technical, socioeconomic, administrative, or other aspects, e.g., compromises between a theoretically ideal method and a more economical but technically less satisfactory one; unfavorable local conditions that preclude use of standard methods or practices; economic, social, or ecological benefits that could be derived as compared with estimated costs involved. Overall, projects typically involve dollar amounts under \$2 million, last approximately 6 months to 2 years, and require significant coordination with the client agency and operations staffs in the buildings. The incumbent's actions constitute initial and, in many instances, the final agency recommendation or decision concerning the adequacy and cost effectiveness of the projects design and construction. The incumbent must provide overall administrative and coordination of a project team consisting of various GSA and client agency members.

**SCOPE AND EFFECT: FL 5-4 225 points**

The purpose of the position is to provide overall business and project management necessary to organize, control, coordinate, review, and approve the actions inherent in the planning, design, and construction of various projects on public buildings in the Rocky Mountain Region. Such projects may constitute more complex renovation/alteration projects within the region's Repair and Alterations construction program. The incumbent anticipates and initiates action on administrative, technical, and socioeconomic problems which are considered critical, i.e., if they are not identified in their early stages, they are likely to lead to serious consequences in the form of unnecessary delays and increased costs. The incumbent's actions affect the work of other subject matter specialists within and outside the agency and impact on matters relating to safety, methods, materials, progress, and costs. Impact of building design, construction, repair and renovation involve sensitive political and economic issues.

**PERSONAL CONTACTS AND PURPOSE OF CONTACTS: FL 3c 180 points**

Personal contacts are made with architectural and engineering personnel and other subject matter specialists from agency headquarters and regional offices and private industry such as architect-engineer firms and construction contractors, and key officials and professionals of client agencies. Contacts are also made with Local, State and Federal officials interested in the projects. The purpose of contacts is to plan, direct, and control actions of others involved or to be involved in any one or more aspects of a designated project. The purpose is also to defend decisions on building design, construction, timetables, and contractor work performance. The work requires an active and leading role in conferences, meetings, and negotiations on problems and issues of considerable consequence or importance involving varying viewpoints, goals, and objectives.

PHYSICAL DEMANDS: FL 8-1 5 points

The work is primarily sedentary, although there may be some walking or bending involved during construction site visits.

WORK ENVIRONMENT: FL 9-1 5 points

The work is usually performed in an office setting except for any necessary travel to attend meetings and conferences or conduct on-site inspections. The frequency of travel required of the incumbent to the project site is determined by the requirements of the project. Appropriate safety equipment (e.g., hard hat, and safety shoes) will be worn during on-site inspections.

#### **Position Classification Standards Used**

OPM Handbook of Occupational Groups and Families, GS-1101 Series Definition, 1101, December 2018  
Admin Analysis Grade Eval Guide dtd 8/90

## JOB ANALYSIS WORKSHEET

**Position (Title, Series, Grade):** Project Manager, GS-1101-12

**PD Number:** 880Y146

**Vacancy Number:** 22PBSA599KEMP/22PBSA600SHDE

**Sources used (check those that apply):** ☒ PD ☒ SME ☐ OPM ☒ "Q" Library

**Subject Matter Expert Signature/ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Specialist Signature/ID** \_\_\_\_\_ **Date:** \_\_\_\_\_

Major Tasks/Job Duties	Task Ratings		Measurable KSA's/ Competencies Required to Perform Task *	Related Question IDs (or New Q#__, if attaching new question text below)
	% Time	Priority (Low, Med, High)		
1. The incumbent has the overall life-cycle project management responsibility for the projects, including business management of the building projects from the preliminary initiation and planning stage through the design, construction, commissioning, building occupancy, and closeout stages. Assignments encompass broad managerial responsibilities such as programming, planning, scoping, estimating, preparing specifications, organizing, controlling, coordinating, reviewing, monitoring, verification and approving design, construction and related work. In this regard, the position's responsibility for the project involves broad responsibility over the planning, design, cost control, and use of resources and	25	High	Knowledge of and skill in applying highly specialized and complex concepts and procedures inherent in or associated with project management, financial management, and procurement to achieve project goals and objectives.	30827, 30860, 32334, 37258 (LA)

efforts of agency and construction contractor organizations.				
2. Prepares and/or reviews cost estimates, specifications, drawings for construction and alteration projects which may include, but are not limited to; Initial Space Alterations (ISA) for tenant agencies, tenant improvements, building repairs and alterations, lease projects, roof repairs, mechanical systems modifications, removal of asbestos and other hazardous materials, maintenance and repair of roads and parking lots, structural repairs, and replacement of major building components across all construction disciplines. Provides quality assurance on behalf of GSA during project. May act as the "on-site" construction manager or project inspector for projects or implement and manage a contract to perform the day-to-day construction management duties.	20	High	Knowledge and skills sufficient to read and interpret plans and specifications, interpret consultation practices and procedures, provide quality assurance or required inspection for materials, workmanship and installation of various systems, as wells as monitor and advise on safety and environmental practices.	33851,95913, 32307
3. Develops scopes of work, schedules and cost estimates for full range of professional services to include construction firms, consultants, and architecture and engineering (A/E) firms. Assists in negotiating contracts with A/E firms, construction firms, and consultants to manage the overall planning and design phase of projects. Prepares schedules for complete projects, implementing a system for review, control, and reporting on project status.	20	Medium	Knowledge of Project Management, Architecture, Construction, and Engineering concepts, principles, and practices sufficient to permit the incumbent to serve as the Project Manager concerned with the repair, alteration, preservation, restoration, rehabilitation, and/or new construction of various building projects from the preliminary planning stage through the design, construction, and commissioning stages to the point of occupancy.	87419, 9240
4. Acts as authorized representative of the Contracting Officer during design or	20	High	Knowledge of interpersonal skills necessary to build, lead, and maintain a diverse team	87836, 81911, 31542

construction when appointed. Monitors contractor performance for compliance with contract requirements. Investigates the need for changes and prepares and/or coordinates preparation of contract change order documents and cost estimates for use by the Contracting Officer.			through a long and complex process, resulting in all team members and stakeholders participating efficiently and effectively to achieve the common goal of completing a successful project.	
5. Monitors project reviews, readjusting funds, schedules, and work for completing project, responsible for keeping project on budget and on schedule. Resolves complex problems or conflicts impeding progress, assuring that contractor and agency staffs work effectively toward timely completion of projects. Must balance revenue, expenses, and customer satisfaction.	15	Medium	Knowledge and skill sufficient to direct the application of the latest developments in building design and construction in solving problems not readily treated by accepted methods.	85968, 12403, 93570

\*Only KSA/Competencies that are required at entry and are ratable should be entered. Those that can be learned on the job in a reasonable amount of time (90 days or less) are not normally needed upon entry and should not be included. KSA/Competencies that are ratable through appropriate assessment questions and can be validated by a review of positions held, level of responsibility; accomplishments, job-related education, etc. should be listed. KSA/Competencies such as dependability, reliability, judgment, etc. (commonly referred to as soft skills) should not be listed unless a behavioral assessment has been validated and approved.

**Related Questions (Note: Be sure to include full text of any new questions to be added to the library):** Specialized Experience: **1101AK-12** [37256] Specialized experience is experience that demonstrates the ability to perform project management on construction and/or repair and alteration projects; knowledge of resource allocation models required to develop cost and personnel budgets; knowledge of procurement practices and techniques; ability to accomplish work through others and to maintain cooperative work relationships; skill in negotiation techniques to conduct contract negotiations; and knowledge of contract administration.

Applicant Assessment Questions (weighted):

[30827] I have performed the following project management functions, either independently or under direct supervision, in association with construction/alteration/repair projects:

1. Applied comprehensive knowledge of construction project management for new construction or alterations in commercial buildings (facilities).
2. Developed construction/alteration contract project schedules following the Critical Path Method (CPM).
3. Monitored and tracked contractor performance against project schedules and project timelines to ensure projects meet schedule.
4. Monitored contractor performance for quality of work and compliance with project specifications, drawings, law, regulation, codes and industry standards.
5. Managed construction/alteration projects involving general contractors and multiple general trades (sub contractors).
6. Monitored and tracked project funding sources and expenditures to ensure solvency.
7. Recommended progress payments against work completed based on CPM and predetermined schedule of values for percent of completed work.
8. Performed project management functions or project oversight on multiple projects simultaneously.
9. Developed project schedules following CPM method using computer programs such as: Microsoft Project Manager, Primavera, and Microsoft Excel spreadsheet software applications.
10. None of the above

[30860] Have you maintained effective control of a project to ensure its continuity and completion within defined constraints of schedule, budget and quality?

1. Yes
2. No

[32334] I have experience developing scope of work and/or specifications for small construction projects for the following size space renovations of existing buildings (which included such elements as rough carpentry, electrical, voice and data cabling, mechanical and finishes):

1. Small space renovations (5,000 sq. ft. or less).
2. Small space renovations (5,001 - 20,000 sq. ft.).
3. Medium space renovations (20,001 -- 50,000 sq. ft.).
4. Large space renovations (50,001 -100,000 sq. ft.).
5. None of the above.

[33851] Choose the response that best describes your experience in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

1. I have not had experience or training performing this task.
2. I have had education or training in this task, but have not yet performed it on the job.



3. I have performed similar or directly related tasks and my experience or training has equipped me to perform these functions successfully

4. I have independently provided technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings. Only in unique or unusual situations did I require assistance or review by a supervisor or senior employee.

5. I have assisted a senior staff member in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

6. I am highly skilled at providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings. I have performed this task routinely and have conducted training in this area.

[95913] Do you have experience interpreting technical plans and specifications in order to compute construction costs, negotiate changes, and monitor compliance with requirements?

1. Yes

2. No

[32307] Which of the following best describes your experience preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques?

1. I have not performed this function.

2. I have assisted a senior level staff member in preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques.

3. I have completed formal education or training in performing this task but have not yet performed it on the job.

4. I have independently prepared detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques. My estimates have been accurate and within 10% of contractors' submitted bid proposals.

5. I have performed similar or directly related job functions and my experience and training have prepared me to perform these functions successfully.

6. I am highly skilled at preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques. My estimates have been accurate and within 10% of contractors' submitted bid proposals. I have performed this task routinely and have conducted training in this area.

[87419] Please indicate your experience in the design phase of a project to include conceptual design development, production of working drawings, and writing of contract specifications on a commercial project.

1. I have experience on projects up to 10,000 square feet.

2. I have experience on projects in excess of 10,000 square feet but not more than 25,000 square feet.

3. I have experience on projects in excess of 25,000 square feet but not more than 60,000 square feet.

4. I have experience on projects in excess of 60,000 square feet but not more than 100,000 square feet.

5. I have experience on projects in excess of 100,000 square feet.

6. None of the above

[9240] Formulates or develops the scope of work and provides estimates.

1. I have not had education, training, or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed it on the job.
3. I have performed this task on the job, but with close review and assistance from either a supervisor or a senior employee.
4. I have performed this task as a regular part of a job and only in unique or unusual situations did I require assistance or review by a supervisor or a senior employee.
5. Others regularly consult me for my expertise and assistance in performing this task or I have trained or instructed others so that they can perform this task.

[87836] Please select the statement that best describes your experience communicating effectively, orally and in writing, exercising tact and diplomacy.

1. I have experience communicating effectively, orally and in writing, exercising tact and diplomacy. My work was reviewed for accuracy and completeness by a team leader/supervisor.
2. I have experience independently communicating effectively, orally and in writing, exercising tact and diplomacy. My work was accepted with limited review.
3. I have served as a designated expert for communicating effectively, orally and in writing, exercising tact and diplomacy.
4. None of the above.

[81911] Have you personally led, chaired or facilitated meetings or briefings designed to convey technical information and resolve complex issues/problems?

1. Yes
2. No

[31542] Do you have experience managing other design professionals or contractors in the production and administration of contract documents for office buildings?

1. Yes
2. No

[85968] Which of the following describes your experience leading and communicating with a project team?

1. I have lead teams in developing major projects.
2. I have provided feedback to team members, peers and others.
3. I have demonstrated experience influencing others and negotiating through open communication, consideration of others ideas and flexibility.
4. I have taken an expressed interest in the success of team members, peers, partners, and organization.
5. I have discussed accountability with project teams and held members accountable for team performance and results through project close-out.
6. I have communicated with team to ensure they knew when issues/problems must be escalated.

7. I have assigned tasks to project teams, providing clear expectations, clearly understood performance standards or metrics (project schedule, delivery approach, budget, customer satisfaction, etc.) and application of agency/organizational values.
8. I have regularly checked in with team to gauge progress, identify emerging issues, and offer support where needed.
9. I have initiated collaborative resolution of issues when necessary, by bringing supervisors of team members together.
10. I have ensured that individual participation on matrix teams is given priority and balanced against other competing priorities and workload.
11. None of the above.

[12403] Coordinate and resolve engineering or architecture problems among persons having differing goals, objectives, or viewpoints.

1. I have not had education, training, or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed it on the job.
3. I have performed this task on the job, but with close review and assistance from either a supervisor or a senior employee.
4. I have performed this task as a regular part of a job and only in unique or unusual situations did I require assistance or review by a supervisor or a senior employee.
5. Others regularly consult me for my expertise and assistance in performing this task or I have trained or instructed others so that they can perform this task.

[93570] Have you represented your area of expertise through updates, status reports, or other communication methods as a part of a larger effort, initiative, or project team?

1. Yes
2. No

[38233] I have a working technical knowledge of, or experience working in, the following areas:

1. Architectural design
2. Structural design
3. Fire and life safety
4. HVAC and mechanical systems
5. Electrical systems
6. Environmental projects
7. Historic preservation projects
8. Tenant relocation
9. Handicap accessibility
10. None of the above

Long Answer Questions:

[37258] Please describe your most significant work as a project manager. Please indicate any formal recognition you received for performing your assignments exceptionally well. Limit your response to 4,000 characters which is approximately one typewritten page in length.

## JOB ANALYSIS INSTRUCTIONS - QUICK REFERENCE

Complete the fields at the top of the Job Analysis Form by entering the requested information for the position, including title, series, grade, and position description (PD) number. Select the sources used in the job analysis, and complete the various columns in the table, using the guidance/descriptions below. Ensure that both the SME and HR Specialist performing the job analysis sign and date the form once the analysis is complete.

**Major Tasks/Job Duties** - List the four or five major duties of the position that are critical to job performance – these tasks should be taken directly from the PD, and create the questions using the same terminology from the task statements to reflect the direct linkages between the JA and PD. List the major duties in this column in detail to explain the function of the job. The information in this column will be used to develop the duty statement in the vacancy announcement to explain to the applicants what the job will entail. If the HR Consultant or manager believes that there is a duty not listed in the PD, that should be included, then he or she should talk to the classifier to have that duty added to the PD.

**% Time** - Estimate the percentage of time spent on each duty. The total of all of the percentages should equal 100%. This column will help us to determine where the focus of vacancy assessment questions should be. For instance, we would want to have more vacancy assessment questions for a duty that takes up 30% of the incumbent's time versus a duty that takes up 10%.

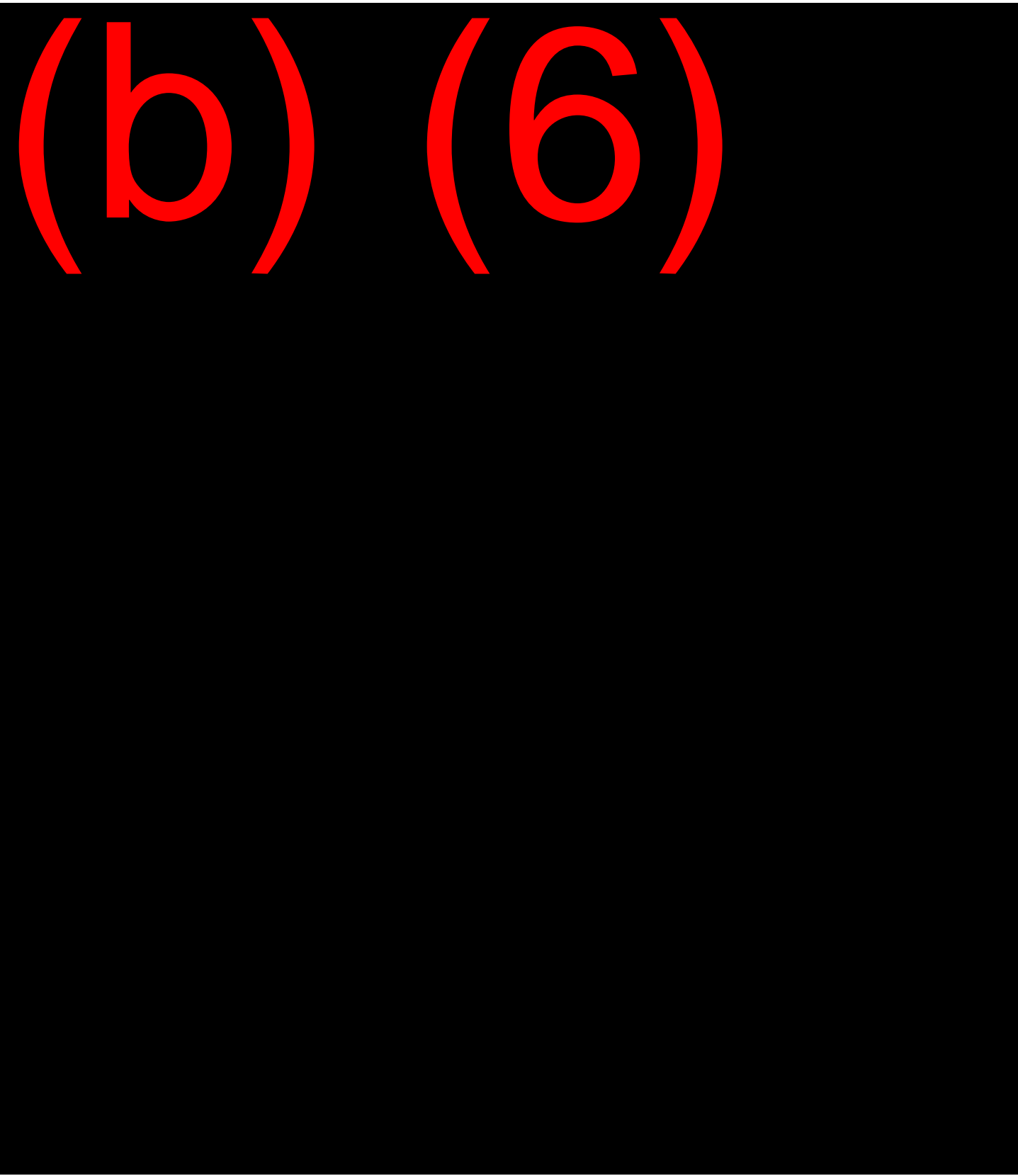
**Priority (Low, Med, High)** - Identify the priority of each duty with Low, Medium, or High.

**Measurable KSA's/Competencies Required to Perform Task** – List the Knowledge, Skills and Abilities (KSAs) related to each of the duties listed. You can list more than one KSA in relation to a Major Task/Job Duty, but be sure that you include only those KSAs that are required at entry and ratable via the rating instrument that will be used. These should be taken directly from the PD and it is probably best if they are taken word for word to show direct linkage between the JA and PD. This column is used to help us determine the types of questions to ask in the vacancy assessment questionnaire. If you believe it is important to include a KSA that is not evident from the existing PD, you should first talk to the classifier to revise the PD to include the duty that would require that KSA.

**Related Question IDs** – This column is used to identify the specific Hiring Management question ID numbers that correspond to each duty. If any new questions are to be added, please notate each as **NEW Q#\_\_**, and enter the question text in the 'Related Questions' space on the following page. Once questions have been added to Hiring Management, the system-assigned question ID number must be added to the JA form. Once the draft vacancy announcement is complete, it will be sent to the Selecting Official for review, along with the questions and weights assigned.

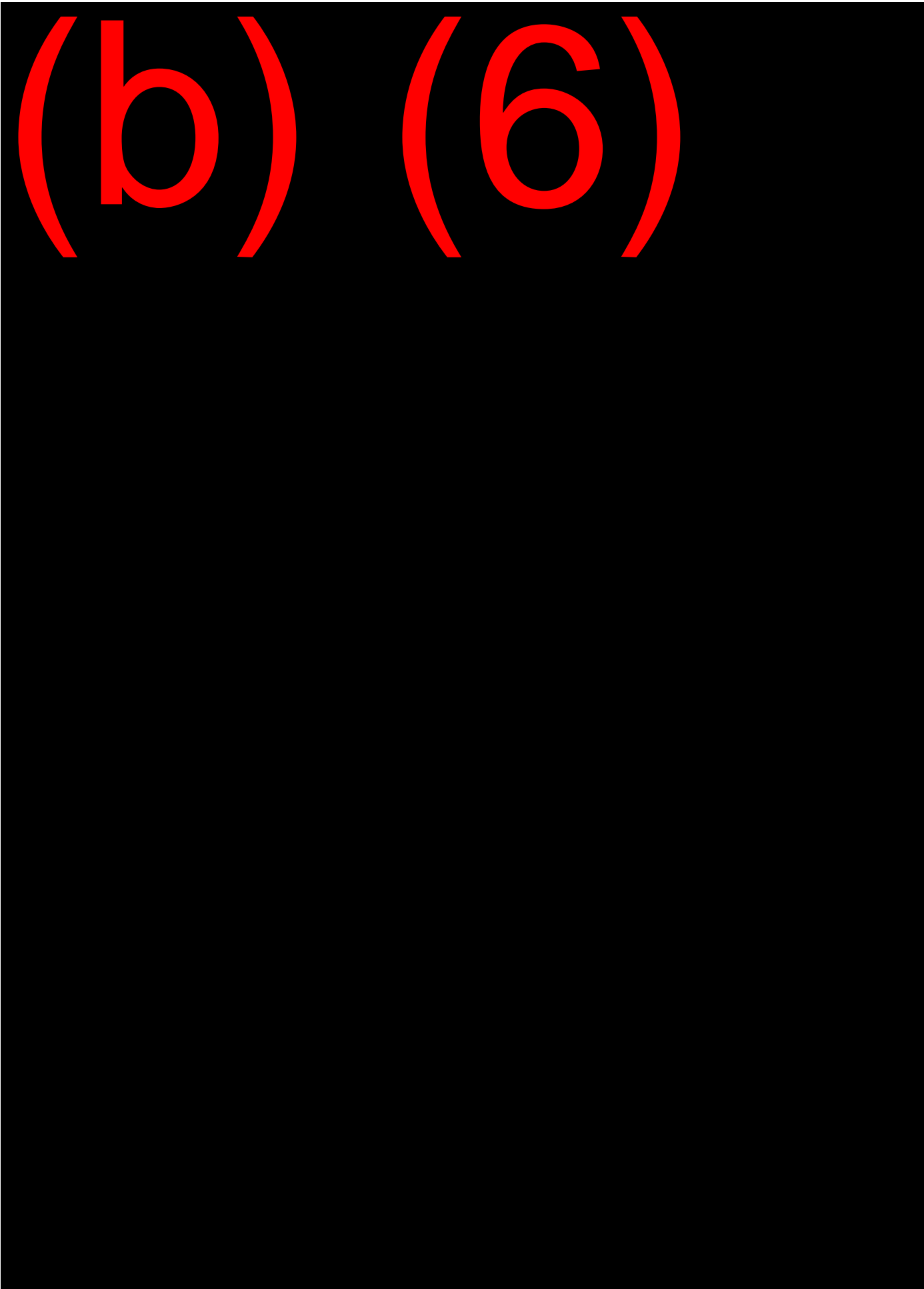
## Strategic Conversation

(b) (6)





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